



## Controller *John Chiang*

### California State Controller's Office

**Department:** Office of the State Controller

**Position #:** 051-720-7500-002

**Position Title:** CEA Level V

**Salary Range:** \$9,544.00 – \$10,520.00

**Contact Info:** David Spring, (916) 322-2791

**Final Filing**

**Date:**

### **Position Scope:**

Under general direction of the State Controller and the Chief of Staff, this position will oversee three divisions with statewide responsibilities related to accounting and cash management, administration of the California Unclaimed Property Program and the Controller's independent audit program. Working in concert with the Chief Administrative Officer, this position will be responsible for strategic planning, succession planning, business continuity planning and other projects.

### **General Description:**

The Chief Operating Officer position is required to exercise independence in daily and longterm planning for program growth and development within the Office. It must also interact effectively with other senior level management of other "control" agencies such as the Public Employees Retirement System, the Department of Finance, the Board of Equalization, the State Treasurer's Office, the Assembly/Legislature, and various other dignitaries.

With general direction provided by the Chief of Staff and/or State Controller, provide and set direction and policy for three operational divisions and maintain responsibility for promoting the mission the State Controller's Office. In addition, this position will apprise the Chief of Staff/State Controller of major state and national developments affecting issues that fall within the jurisdiction of the State Controller's Office.

Specific duties include, but are not be limited to the following:

### **Essential Functions:**

(Candidates must perform the following functions with or without reasonable accommodations.)

### **Applications:**

Submit a Std.678 form, Statement of Qualification, and Resume to:  
State Controller's Office  
Attn: Examinations Unit  
300 Capitol Mall 3rd Floor  
Sacramento, CA 94250-5877

### **Examination Information:**

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commensurate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

### **Desirable Qualifications:**

- Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Fiscal Officer of the State of California and a member of boards and commissions;
- A functional knowledge of California State Government processes;
- Established experience interacting with various levels of government (i.e. Department of Finance, California State Legislature, etc.)

### **Filing Requirements:**

Candidates applying for this examination must submit a standard form 678, Examination and/or Employment Application before the final filing date and include a resume along with a statement of qualifications. Failure to submit the above-cited documents may result in your disqualification to compete in the examination.

- With approval from the Chief of Staff/State Controller, set department policy using independent judgment regarding operating matters related to program restructuring, reorganizing/re-engineering, and program direction;
- Make management decisions affecting three operating divisions concerning programmatic and legal issues and fiscal developments affecting administration of the Office. These divisions include the Division of Accounting and Reporting, Division of Unclaimed Property, and the Division of Audits;
- Provide recommendations based on informed knowledge of the Office's mission and statutory requirements for technologically advantageous methods to accomplish the goals of the Office;
- Define issues of a potentially politically sensitive nature and develop an action plan to address all facets associated with the Office of the State Controller;
- Acts in a senior executive capacity in the Chief of Staff's absence, with full authority to make decisions affecting the Office's fiscal management;
- When required, represent the State Controller's Office before various groups in connection with budgetary, operational changes designed to improve efficiency, or information requests with entities such as the Department of finance, the State Assembly, the State Legislature, or other control agencies.
- Provide leadership oversight to subordinate Executives establishing management development strategies in terms of succession management;
- With authority granted from the Chief of Staff attend various boards and commission meetings to represent the interests of the State Controller's Office;
- Function as a Senior Executive Staff member working closely with the Chief, Administrative Officer in terms of operational issues and approved structure changes.

### **Minimum Qualifications:**

Applicants must have California State Civil Service status and satisfy the minimum qualifications as follows:

#### **Either I**

Must be a civil service employee with permanent civil service status:

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990:

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code, Section 18992

#### **OR IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

### **Applicants must also satisfy the minimum qualifications as shown below:**

A. Ability to perform high administrative and policy influencing functions effectively; such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem

solving; principles and practices of policy formulation and development; personnel management techniques;

2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives;

B. These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies;
2. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies;
3. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.

C. Strong verbal and written communication/advocacy skills;

D. Well-developed administrative, managerial, and interpersonal skills and abilities.

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*The State Controller's Office is committed to provide equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, sexual orientation, or veteran status.*

*Rev. 04/08*